



**JANUARY 2019**

# **CITY MANAGER'S REPORT**

**[WWW.GALVESTONTX.GOV/CITYMANAGERSREPORT](http://WWW.GALVESTONTX.GOV/CITYMANAGERSREPORT)**

## A MESSAGE FROM OUR CITY MANAGER



**T**he New Year is a time for reflecting on the past and looking forward to what's ahead. At the City of Galveston, we have much to be proud of in 2018 and much to be excited about in 2019.

In the following pages, you will see how much our team has accomplished in December. We painted the McGuire Dent Recreation Center and received new exercise equipment – both important pieces to serving the more than 6,000 residents who visit the gym each month.

At Scholes Airport, we kicked off a project to rehabilitate a runway, taxiways and the north apron, which will improve the airport's safety and appearance. The Galveston Police Department celebrated the graduation of its first cadet class trained at Galveston College – the result of a new partnership between the city and the local community college.

Earlier this month, we started the demolition of the old municipal incinerator near the courthouse – a major milestone for the island and an opportunity to create a more attractive gateway to our community.

We'll soon begin work on the 45th Street reconstruction project. This is an important investment in one of the city's main thoroughfares. We'll also repave 25th Street from Broadway to Seawall. These are just a few of the many things we are planning for in the New Year. There is no better place to live, work or play than Galveston, and we look forward to continuing to serve our residents in 2019.

Sincerely,  
Brian Maxwell, City Manager

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# CITY MARSHAL



## LAST MONTH'S ACCOMPLISHMENTS

- 15 Public Nuisances were abated.
- 61 Court cases heard in Municipal Court
- 102 Complaints received
- 14 Complaint based cases
- 107 Self-initiated cases
- 209 Total investigations



## UPCOMING PROJECTS

- Staff will be attending continuing education classes in Houston in February
- The Marshal's Office is gearing up for Mardi Gras 2019.



## VIEW REPORTS

[Click here to view reports](#)

# CONSTRUCTION



## LAST MONTH'S ACCOMPLISHMENTS

- Market St. from 19th St. to 25th St. – waiting for streetlight installation
- 59th Street Pump Station – 98% complete
- Sealy Ave. – 25th St. to 33rd St. – 90% complete
- 59th St Ground Storage Tanks Rehabilitation – 98% complete
- Public Works/Utilities Facility – 35% complete
- Fire Station #1 – 45% complete
- Demolition of the 1920 tank and construction of the parking lot at 30th Street – 65% complete
- Repair of the Airport Wastewater Treatment Plant – 10% complete
- Market Street Improvements – 25th St. to 33rd St. – 50% complete
- Harborside Drive Improvements – 15% complete
- 7.5 million gallon (MG) water ground storage tank (GST) at 59th Street – 2% complete
- Renovation of the historic 30th Street Water & Electric Light Station – 10% complete
- Completion of the Crockett Park Little League Fields – 30% complete



## UPCOMING PROJECTS

- Advertising for the repaving of 25th Street from Broadway to Seawall
- Advertising for 27th Street Streetscape Improvements Phase 2
- Awarding the 83rd Street Reconstruction – Stewart to Cessna
- Starting the reconstruction of 45th Street from Broadway to Seawall
- Starting the demolition of the old municipal incinerator
- Starting construction of the Sunny Beach/8 Mile Road Sanitary Sewer Project
- Starting the replacement of the downtown gas lamps
- Starting construction on the replacement of the Strand Brick Pavers at the intersections from 21st Street to 24th Street



# DEVELOPMENT SERVICES



## LAST MONTH'S ACCOMPLISHMENTS

- Permit Report from Building Division. See attached.



## UPCOMING PROJECTS

- Permit Report from Building Division



## VIEW REPORTS

[Click here to view reports](#)



# ENGINEERING



## LAST MONTH'S ACCOMPLISHMENTS

- Kick-off meeting for the rehabilitation of existing lift stations
- 95% submittal received and reviewed for the 49th St. Improvement Project
- Scoping and preparation of geotechnical services contract for Legas Dr. Bulkhead and Internal Engineering for Re-advertisement
- Coordination with TIRZ14 and RDA on the 83rd Street Road and Drainage Project for Corridor Enhancements
- Hydrant flow test and modeling for developments
- Predevelopment meetings and coordination
- Inhouse infrastructure GPS and surveys for CIP projects
- Storm, sanitary and water capacity evaluation for Preserve at Grand Beach Hotel and developer coordination
- Galveston Sulfur Terminal MSD Ordinance Staff Reports & City Council Approval
- Teichman Road Water Line Staff Report, Contracts and City Council Design Award Approval
- Survey verification of sign location disputes by property owner
- East Beach Drainage Plan and Preliminary Construction Plan Review and Comments
- Preparation of a go-by drainage plan guidance document with design details for public distribution
- 45th Street Drainage Design/Bid Plans Coordination
- Non Revenue Water RFP Preparation and Engineering Support during the Bid Phase
- Valve Exercise RFP Preparation and transmittal to Purchasing for Review
- Coordination with County on Seawall Development Permits
- 60% Design meeting on Main WWTP Digesters
- Permit Meeting with Dannenbaum on 7.5 MG Tank Construction
- Coordination with TXDOT on Seawall Blvd Ferry to Boddeker AFA
- Participation and Engineering Presentation at GIS Day
- 16th Street Road Reconstruction from Broadway to Seawall Notice to Proceed
- Harvey Mitigation 14th Street Stormwater Pump Station Grant FEMA-TDEM Engineering Coordination
- Engineering for proposed 103rd, 99th and Cloud Lane Grant Application
- Engineering Evaluation and technical support on Broadway Bridge Block Upsizing Drainage Project for the Broadway Repaving



# ENGINEERING



## UPCOMING PROJECTS

- 5 MG Potable Water Storage Tank and expansion to the Airport Pump Station final design
- 24 inch waterline from 53rd Street North to the Airport Pump Station, preparing for Advertisement
- Laffite's Cove Water Loop Project Design expected to be completed during this period
- Permits, Construction Inspections, Surveys & Field GIS:
- MSDs, Residential and commercial Permits, Subdivision design plans, ROW Utility Permits, ROW sidewalk, ramps and culvert/driveway permits, handicapped parking permits, TLTUs.
- Robotic Surveys, GIS Maps, As-Built Drawings & Field GIS GPS data collection with Trimble R10 for infrastructure,
- Construction Inspections for ROW permits and residential/commercial permits.
- Coordination of test for construction materials
- Grant engineering follow up with TDEM and FEMA support for 7 Pump Stations 14th to 33rd Seawall to Ship Channel Drainage Watersheds, 103rd Drainage/Road Improvement
- Inhouse design initiation on 10 Mile Road Elevated Storage Tank
- Continuation of Phase 3, 27th Street Design
- Valve Exercise RFP Advertisement
- Legas Drive bulkhead RFP Advertisement
- Bid opening for the Non-revenue Water Loss RFP



# FACILITIES



## LAST MONTH'S ACCOMPLISHMENTS

- Completed repairs on the Sanitation pole barn have been completed
- Replaced the HVAC circuit board for Ops 1 at the Main Waste Water Plant
- Replaced damaged site lighting at the Pirates Beach Waste Water Plant with new LED fixtures
- Completed the remodeling at the old Municipal Utility District #1 building
- Installed a divider wall in the Engineering Department at City Hall
- Installed Christmas decorations at City Hall and on the monument signs on the Galveston side of the Causeway
- Received and completed 372 work orders



## UPCOMING PROJECTS

- Remove and store the Christmas decorations
- We will be completing the McGuire Dent painting project.
- We will be completing the sight lighting replacement project at the Airport Waste Water Treatment Plant.



# FINANCE

## BUDGET



### LAST MONTH'S ACCOMPLISHMENTS

- Finalized the FY2018 4th Quarter Budget Report.
- Began work on the 2020-2025 Long Range Financial Forecast.
- Assisted with information needed for FY2019 Bond sale.
- Worked toward submission of Adopted Budget FY2019 for the Distinguished Budget Presentation Award.



### UPCOMING PROJECTS

- Distribute FY2018 4th Quarter Budget Report.
- Present final FY2018 Budget Amendment.
- Complete 1st Quarter FY2019 Budget Report.
- Present 1st Quarter Budget Amendment.
- Continue work on the 2020-2025 Long Range Financial Forecast.
- Submit Adopted Budget FY2019 for the Distinguished Budget Presentation Award.

## PURCHASING



### LAST MONTH'S ACCOMPLISHMENTS

- Opened proposals for the McGuire Dent Rec Center Gym Floor Replacement and Disaster Recovery Base Camps.
- Prepared, advertised and opened informal quotes and proposals for Scholes Airport Maintenance Shop Roof Repair and Lead Based Paint Remediation.
- Prepare and advertised formal solicitations for Broadway Street Luminaires, Lumber and Building Materials, and Parks Concession Operations.



### UPCOMING PROJECTS

- RFP opening for Water Loss Mitigation.
- Prepare and advertise for solicitations for 27th Street Improvements Phase II, Sludge Hauling.
- Training for Purchasing Card Liaisons
- Vendor Outreach

#### Purchasing and Support Services Supporting Data:

PURCHASING DATA	December 2018	December 2017	FY 19 YTD	FY 18 Totals
# of Bids/RFPs Prepared/Advertised	4	2	17	65
# of Bids/RFPs Opened	4	3	14	64
# of Bids/RFPs Awarded by City Council December 2018	3	8	11	53
# of Requisitions Processed to POs	121	107	679	1912
# of Work Orders Completed by Support Services	8	18	29	182

## CUSTOMER SERVICE



### LAST MONTH'S ACCOMPLISHMENTS

#### CUSTOMER SERVICE

Performance Measures	FY 2017	FY 2018	Oct-18	Nov-18	Dec-18	FY 2019
Meters re-read manually	300	782	606	591	236	236
Adjustments	3,432	3,987	225	164	208	597
Water Bills Mailed Out	261,802	260,602	21,415	21,304	21,359	64,078
Outstanding "water concern" emails received	572	440	32	27	20	79
Outstanding "water concern" emails completed	545	478	3	37	27	67
Service Orders	20,203	18,949	2,349	1,573	1,864	5,786
Delinquent Accounts		14,215	3,734	4,658	3,601	11,993



### UPCOMING PROJECTS

- Implement new water rates (sewer rates to remain constant) if approved by City Council as anticipated on January 24th effective for February consumption and March bills.
- Complete the implementation process for outsourcing water bill printing and mailing.

## ACCOUNTING



### LAST MONTH'S ACCOMPLISHMENTS

#### ACCOUNTING

Performance Measures	FY2015 ACTUAL	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 ACTUAL	FY2019 ACTUAL
Number of vendor payments completed	7,162	8,430	5,768	5,791	1,321
Number of checks as percent of total vendor payments	99.47%	98.70%	96.83%	95.65%	92.81%
Number of electronic payments as a percent of total vendor payments	0.53%	1.30%	3.17%	4.35%	7.19%
Number of funds managed	260	270	274	282	282
Investment Portfolio (Millions)	\$98	\$103	\$153	\$145	\$140
Interest Earned (Thousands)	\$428	\$644	\$694	\$1,787	\$579
Number of FEMA Ike PW's closed out	50	87	10	23	0
Number of FEMA Harvey PW's closed out				8	1
Number of bank accounts reconciled	27	27	30	31	32



## UPCOMING PROJECTS

- Preparation of the Comprehensive Annual Financial Report by city staff (second time ever) and review by the external auditors.
- Conduct closing and receive proceeds in February from the anticipated water and wastewater bond sale scheduled for Council approval on January 24.
- Implementation of investment strategy that incorporates new LOGIC pool recently approved by the Investment Advisory Committee and City Council as a part of the City's investment pool.

## MUNICIPAL COURT



## LAST MONTH'S ACCOMPLISHMENTS

### MUNICIPAL COURTS PRODUCTION REPORT DECEMBER 2018

CATEGORY	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019 OCTOBER	FY 2019 NOVEMBER	FY 2019 DECEMBER	FY 2019 YTD
<b>Criminal Cases</b>									
Tickets/Arrests Filed by GPD	15,750	14,624	14,735	11,008	11,168	1,335	850	937	3,122
Tickets/Arrests Filed by Other Agencies	6,397	5,583	6,155	5,008	5,138	371	414	711	1,496
Total Number of Tickets/Arrests Filed	22,147	20,207	20,890	16,016	16,306	1,706	1,264	1,648	4,618
Traffic					9,421	1,218	812	988	3,018
State Law					4,749	355	325	543	1,223
City Ordinance					1,408	89	107	108	304
Code Enforcement					728	44	20	9	73
\$ Value of Tickets/Arrests Filed	\$5,323,112	\$4,760,384	\$4,938,868	\$3,932,496	\$3,929,369	\$399,095	\$282,149	\$377,314	\$1,058,558
Number of Tickets/Arrests Disposed	11,249	17,189	18,188	14,502	13,277	1,211	995	1,277	3,483
Total Collected on Criminal Cases	\$2,694,407	\$2,190,415	\$2,363,788	\$1,748,341	\$1,957,857	\$186,403	\$150,259	\$158,275	\$494,936
Amount Kept by City					\$1,119,169	\$102,449	\$77,075	\$96,383	\$275,906
Special Funds					\$109,455	\$13,946	\$13,311	\$9,587	\$36,844
Remitted to State					\$498,991	\$52,205	\$45,965	\$42,455	\$140,625
Collection Fees					\$215,718	\$16,626	\$12,876	\$9,066	\$38,568
Omnibase					\$14,524	\$1,177	\$1,032	\$784	\$2,993
<b>Civil Cases</b>									
Number of Parking Tickets Filed	25,556	12,404	15,453	18,896	19,546	1,669	1,403	935	4,007
\$ Value of Parking Tickets Filed (includes late fees for past due tickets)	\$434,452	\$349,802	\$621,730	\$683,515	\$719,610	\$62,600	\$61,441	\$35,530	\$159,571
Number of Parking Tickets Paid	14,060	7,021	6,975	11,020	11,451	980	771	631	2,382
Total Collected for Parking Tickets	\$327,762	\$223,387	\$275,497	\$481,041	\$462,300	\$40,919	\$34,888	\$25,608	\$101,416
Housing Abatement Petitions Filed					25	0	1	2	3
<b>Warrants Served</b>									
Number of Warrants Served	12,501	13,233	12,916	11,085	9,421	751	604	617	1,972
\$ Value of Warrants Served	\$3,915,767	\$3,387,413	\$3,199,751	\$2,775,303	\$2,470,180	\$206,448	\$150,424	\$169,620	\$526,492
Number Warrants Satisfied on Non-Cash Basis	10,472	6,416	4,845	4,346	3,742	271	187	248	706
\$ Value Community Service/Jail Time Served	\$2,300,879	\$2,055,274	\$1,661,479	\$1,622,131	\$1,537,971	\$123,821	\$78,135	\$109,911	\$311,867
Number Warrants Paid*	2,029	8,558	2,344	2,819	0	0	0	0	0
\$ Amt Warrants Paid*	\$1,614,888	\$803,153	\$846,340	\$822,343	\$0	\$0	\$0	\$0	\$0
<b>Court Dockets</b>									
Pre-Trial (includes discovery hearings)					6,506	692	623	570	1,885
Bench Trial					100	3	5	3	11
Jury Trial					19	0	3	0	3
Code Enforcement					1,101	112	69	61	242
Housing Abatement					112	12	7	0	19
Bond					1,732	110	127	100	337
Show Cause (DSC/Deferred Disposition)					149	37	32	0	69
Minor in Possession/Alcohol Offenses					105	3	9	0	12
Juvenile					349	39	40	59	138
Special					1,801	183	137	139	459
Warrant					924	88	41	126	255
Walk-In					952	58	44	57	159
Late Notice					3,597	361	90	641	1,092
Compliance (Community Service/Pay Plans)					441	47	128	0	175
Jail					6,072	420	426	585	1,431
Parking					415	33	28	28	89
Total Cases on Criminal/Civil Dockets					24,375	2,198	1,809	2,369	6,376
<b>Statistics</b>									
\$ Value Tickets Issued	\$5,757,564	\$4,642,064	\$5,560,599	\$4,616,011	\$4,648,979	\$461,695	\$343,590	\$412,844	\$1,218,129
\$ Amt Tickets Paid	\$3,022,169	\$2,178,095	\$2,639,285	\$2,229,382	\$2,420,157	\$227,322	\$185,147	\$183,883	\$596,352
Percent \$ Amt Tickets Paid	53%	47%	48%	48%	52%	49%	54%	45%	49%

\*As of October 1, 2017, a Warrant Officer is no longer dedicated to processing warrants for Municipal Court.

# FIRE DEPARTMENT



## LAST MONTH'S ACCOMPLISHMENTS

- Responded to 519 Incidents
- Conducted 95 fire inspections



## UPCOMING PROJECTS

- Conduct Leadership training, Jan 2-19
- Conduct Firefighter training with Texas City FD, Jan 14-17

## EMERGENCY MANAGEMENT



## LAST MONTH'S ACCOMPLISHMENTS

- UTMB Active Attack Exercise
- Rochester Institute of Technology Project Lilypad demonstration
- Incident Command System Training for City Staff
- Active Attack Integrated Response Team Planning



## UPCOMING PROJECTS

- Complex Coordinated Terrorist Attack Grant Kick-off Meeting
- Distributing all-hazards preparedness materials and assisting the Galveston County Local Emergency Planning Committee with shelter-in-place presentations for 600+ GISD students
- Workplace Safety Forum
- Incident Command System Training for City Staff
- Active Attack Integrated Response Team Planning



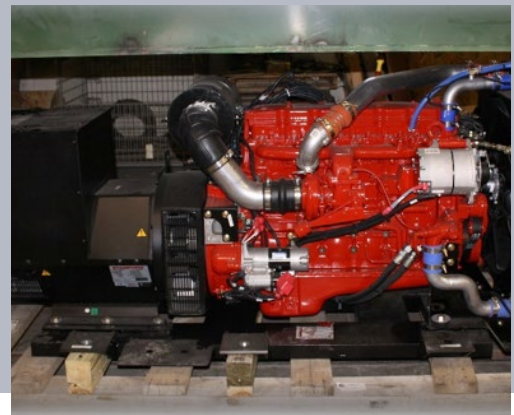
## LAST MONTH'S ACCOMPLISHMENTS

- Mechanics worked on 337 vehicle work orders within the month and performed;
  1. General Repairs - 449
  2. Accident Repairs - 3
  3. Recall Repairs - 3
  4. PM's - 128
  5. Repairs from PM's - 101
  6. Road Calls - 45
- Other Services
  1. Provided 50,991 gallons of fuel for city and outside organizations.
  2. Re-decating older fleet vehicles with newly designed decals.
  3. Provided follow up fleet support for the Port of Galveston, Galveston Parks Board and Galveston County repair shops.
  4. Moving forward with the repairs to the Galveston Trolley System.



## UPCOMING PROJECTS

- Continue fleet services
- Continue with Trolley Car restoration.



# GRANTS & HOUSING



## LAST MONTH'S ACCOMPLISHMENTS

- **Technical Assistance** – provided assistance to 4 homeowners with housing information, 2 citizens with Fair Housing issues, 5 homebuyers with homebuyer assistance and 12 phone inquiries for rental assistance
- **Financial review** to ensure allowable and allocable expenditures and program standards for the CDBG and HOME activities and trial balance review for year-end audit (HUD Regulatory Requirement)
- **2019-2023 Consolidated Plan** – planning and preparation of the City's multi-year planning document to establish the priorities and goals for the housing and community development needs of the City to direct the CDBG and HOME Projects 1-year plans for this timeframe (HUD Regulatory Requirement)
- **Conducted five (5) desk audits** on CDBG funded City Departments Projects to ensure that the activities and expenditures are eligible, allowable, and conforming to the grant. Entered all project accomplishments into HUD's IDIS Reporting System (HUD Regulatory Requirement)
- **Performed construction progress inspections** on a housing unit under the Housing Rehabilitation Program (HUD Regulatory Requirement)
- **Attended a bid opening** for Lead-Based Paint Remediation Services for HOME Program rental property
- **Prepared and facilitated a release of lien document** for a previous participant in Homebuyer Assistance Program; homeowners have met their period of affordability (HUD Regulatory Requirement)

# GRANTS & HOUSING



## UPCOMING PROJECTS

- 2019-2023 Consolidated Plan – continued planning, consultation, and public comment/meetings for the preparation of the City’s multi-year planning document to establish the priorities and goals for the housing and community development needs of the City to direct the CDBG and HOME Projects 1-year plans for this timeframe (HUD Regulatory Requirement)
- 2019 Action Plan – planning, consultation, and public comment/meetings for the proposed 2019 CDBG and HOME Program Year projects (HUD Regulatory Requirement)
- Financial review to ensure allowable and allocable expenditures and program standards for the CDBG and HOME expenditures and preparation for reimbursement draw from HUD (HUD Regulatory Requirement)
- Will conduct five (5) desk audits on CDBG funded City Departments Projects to ensure that the activities and expenditures are eligible, allowable, and conforming to the grant. Enter all project accomplishments into HUD’s IDIS Reporting System (HUD Regulatory Requirement)
- Will be accepting applications for the City’s Homebuyer Assistance Program, which will assist with up to \$14,500.00 for downpayment and closing cost towards the purchase of a new home within the City of Galveston
- Will close-out 1 housing rehabilitation project
- Will prepare and facilitate two (2) release of lien documents for previous participants in the Homebuyer Assistance Program through Galveston Community Development Corporation; homeowners have met their period of affordability (HUD Regulatory Requirement)



# HUMAN RESOURCES



## LAST MONTH'S ACCOMPLISHMENTS

- Coordinated the City's participation in the ABC13 38th Annual "Share Your Holidays" Food Drive benefiting the Houston and Galveston County Food Banks
- Hosted site visit for Nationwide Insurance to provide assistance to Employees with additional retirement plan options
- Continued engagement with all employees for the 2019 Annual Enrollment for Benefits including use of the new online solution through Boon-Chapman; completed online transition.
- Held New Hire Orientation. Hired three (3) New Employees – 2 Equipment Operators ; 1 Parking Enforcement Officer
- Reviewed and Processed 700 Employment Applications



## UPCOMING PROJECTS

- Orientation (at least 4)
- Fire Entrance Exam- February 8th
- Police Exam (Lateral Entry Officers)- February 11th
- Host two Health Benefits Plan Board Meetings
- Host site visit for Nationwide Insurance to provide assistance to Employees with additional retirement plan options
- Galveston Career Connect Monthly Leadership Team Meetings
- Commencement of the employee engagement survey

# INFORMATION TECHNOLOGY

## IT DIVISION

- Deployed end of year regulatory patches to Banner Human Resources Software
- Upgraded Quest Password Manager to newest version
- Upgraded McAfee Epolicy Orchestrator, and pushed new agent/client to GPD computers
- Upgraded VMWare from 6.0 to 6.7 update
- Upgraded all firmware on VMWare Servers in the Banner group
- Upgraded firmware on the Storage Area Network (SAN) attached to the Banner group of servers
- Updated Discovery Attender, the utility used for electronic discovery and responding to open records request, with latest hotfix
- Increased “shared folders” storage space from 3 TB to 5 TB



## LAST MONTH'S ACCOMPLISHMENTS

Service Tickets Closed	
Description	Total
<b>Total Tickets Closed</b>	<b>302</b>
<b>User Management Tickets</b>	<b>67</b>
Password Resets	19
Permission Changes(Add/Modify/Remove)	48
<b>Enterprise Application Support Tickets</b>	<b>90</b>
Finance and Human Resources Application (Banner Application)	25
Utility Billing Application (CUSI)	27
Police RMS/CAD Application (OSSI)	23
Payroll Application (Kronos)	6
Public Works Work Order Management Application (VUEWorks)	3
Courts Management Application (Incode) Application	1
Development Services Application (Accela)	5
<b>Hardware Management and Support Tickets</b>	<b>61</b>
Printers Serviced or Replaced Tickets	18
Mobile Devices Services or Deployed Tickets	12
Workstations and Phones Services or Deployed Tickets	31
<b>Public Information Requests Tickets</b>	<b>3</b>
<b>Virus and Threat Removal Tickets</b>	<b>14</b>
<b>Network and Infrastructure Support Tickets</b>	<b>31</b>
<b>Non Enterprise Software Support Tickets</b>	<b>36</b>



## UPCOMING PROJECTS

- Relocation of Information Technology Personnel from City Hall Annex to the new facility on the west end of the Island
- Install 2019 Tax Table Updates
- Begin working with the Human Resources Department on the development of a RFP to replace the City's existing payroll and Human Resources Application
- Complete the deployment of standard email signatures to remaining city departments
- Deploy a new utility that will allow personnel the ability to reset their network login password without the assistance of Information Technology
- Stand up new servers and begin installation of requisite software for the required upgrade of the Finance and Human Resources software application (Banner) as the existing version of the software will no longer be supported
- Initiate project activities and acquire consultant services to finalize the deployment and configuration of the Disaster Recovery Center
- Complete assessment and restructure backups of the City primary data
- Continue partnering with Customer Service on the outsourcing of utility billing and mailing project.
- Deploy a new and enhancement payment portal for the Utility Billing software
- Configure and deploy body cameras for the City Marshal's Office
- Deployment new equipment in support of the implementation of the CivicRec Membership Management Application scheduled to be placed into production in February
- Finalize quotes and prepare council action for the purchase of 15 ruggedized laptops to replace existing Police Department equipment that have exceeded their useful life
- Configure and deploy a utility that will that will allow technology support personnel to securely connect and troubleshoot users reported issues
- Complete physical inventory of mobile equipment



- Annual geodatabase review of 394 feature classes, 20 tables, 15 aerials, and 89 domains.
- 6 – PIRs
- 2 – map requests from Galveston Police Department and Public Works
- 28 – Created/Updated datasets, map services, web maps, or web applications:
  - 3 – walking trail data updates
  - 1 – planning visual clues
  - 6 – community layers (schools, parks, religious facilities, colleges, child care facilities, and hospitals)
  - 1 – census tracts, block group, and block map service
  - 1 – preliminary revised version 2 flood map service
  - 1 – overlay visual clues map service
  - 4 – Planning & Development community layers QC map: map service, web map, and applications
  - 8 – public notice test and configured map services, maps, or application
  - 1 – Capital Improvement application
  - 2 – GIS Day 2018 photo story map
- GIS Day survey and photo story map follow up sent to participants.
- Continued GIS collaboration with Public Works – FEMA Recovery division on 14th to 17th-1/2 street grant project.
- Initial meeting for Coastal Resource Inventory GIS application



## UPCOMING PROJECTS

- Continued collaboration with IT & Development Services on the Public Notice Application
- Continued development of the City's GIS Training Program, map layout templates, Enterprise upgrade process, and application roll out planning. These are foundational elements to kick off 2019. Beginning in 2019, we will train staff on GIS programs and roll out the new EA licensing systematically.
- Continued collaboration with Public Works – FEMA Recovery division on 14th to 17th-1/2 street grant project.
- Begin GIS collaboration on:
  - Island Transit brochure: routes, stops, and tabular information (e.g. schedule)
  - Public Works Construction As-Built design files configurations and digitizing
  - Coastal Resources GIS Inventory application and reporting for beach access point assets
  - Damage Assessment application framework
  - Public Owner Notification Part 2: create an automation process for monthly ownership updates
  - Initial 2019 Earth Day and GIS Day planning

# ISLAND TRANSIT



## LAST MONTH'S ACCOMPLISHMENTS

- Rt 1&2 Ridership – 4,376
- Rt 3&4 Ridership – 2,280
- Rt 5&6 Ridership – 11,243
- Rt 7 Ridership – 2,033
- Sat-Sun Ridership - 990
- Trolley Ridership – 7,249
- DR Ridership for City – 903
- DR Ridership w/ RIDES Program – 1,987



## UPCOMING PROJECTS

- Complete Recipient Information Request for upcoming Triennial Review w/FTA
- NTD Reporting will be due by Jan 31, this report is a key to Island Transit's Operating grant from FTA. This grant is used to run the fixed route, and Demand response systems.
- Begin preparations for Mardi Gras



# PARKS & RECREATION

## PARKS & MAINTENANCE



### LAST MONTH'S ACCOMPLISHMENTS

- Installed Christmas Tree and Decorations at City Hall and 25th Street
- Began trimming palms down Broadway
- Mowed and maintained all Parks, Roadways and Cemeteries
- Continued painting of McGuire-Dent Rec. Center
- Repaired and improved all outdoor lighting at Wright Cuney Rec. Center
- Began leveling and prepping ball fields for Spring Season



### UPCOMING PROJECTS

- Complete remodel of Schreiber Park restroom
- Install 36 x 40 shade structure at Lindale park
- Continue construction of Crockett Park
- Complete painting of McGuire-Dent rec center
- Install Palms on 25th to replace dead ones
- Install 2 oak trees on Broadway
- Assist in Dog Course Eagle scout project at Lindale Park
- Continue to mow and maintain all Parks, Roadways and Cemeteries

## RECREATION & ADMIN



### LAST MONTH'S ACCOMPLISHMENTS

#### Adult Programing

- Including Exercise Classes, Futsal, Latin Dance, Tennis leagues, Pickleball, Badminton, Adaptive Tennis

#### Youth Programming

- Continued with After School Program at both Wright Cuney and McGuire-Dent
  - Including homework help, arts and crafts, guitar, karate, and open gym and game room, along with computer lab, and tennis
- Continued with Homeschool Programs at both Wright Cuney and McGuire-Dent
  - Including Physical Education, arts and crafts, and guitar
- Adaptive tennis program for youth (and adults) with disabilities
- Community Meetings including The Galveston Ukulele Society
- Community Outreach including Support Groups and working with the Gulf Coast Center
- Workout and Exercise equipment replaced at both Wright Cuney and McGuire-Dent
- Adult attendance totals: Wright Cuney 516, McGuire-Dent 5,190
- Youth attendance totals: Wright Cuney 1,486, McGuire-Dent 1,156



### UPCOMING PROJECTS

- Awarding a bid related to Gym Floor Replacement at McGuire-Dent for damage caused by Hurricane Harvey.
- Staff will attend the Texas Recreation & Park Society East Region Workshop on January 22nd in Conroe, TX
- Begin two New Year's Healthy Challenges:
  - [Fit and Lean in 2019](#) (Our Annual Health Challenge) Sign up at the center and work out at least 30 minutes daily 24 times between now and the end of February and win a prize !!!!
  - [It's time Texas Community Health Challenge](#) (State-wide) Sign up and Help the City possible receive funds toward healthy living <https://ittcommunitychallenge.com/en/home>
- Continue adaptive tennis program for adults and children with disabilities
- Continue Adult and Youth programming at both Centers along with community outreach events and meetings

## AQUATICS



### LAST MONTH'S ACCOMPLISHMENTS

- Continued training for membership software – Civic Rec
- Taught CPR & First Aid to both Recreation Center's staff.
- Hosted GPD training academy every Wednesday.
- Assistant Aquatics Manager and Senior Guard attended Certified Pool Operator course.
- Began treating and power washing pool deck.



### UPCOMING PROJECTS

- Complete facility power washing, begin parking lot.
- Begin cleaning, power washing and re-waxing play structure and slides.
- Re-structure/overhaul Parks and Recreation Website
- Attend Texas Public Pool Council Annual Meeting
- Attend TRAPS East Region Conference
- Install hardware for Civic Rec & begin frontline training.
- Ball High lifeguard recruitment Feb 5th



## SPECIAL EVENTS



### LAST MONTH'S ACCOMPLISHMENTS

- Our Lady of Guadalupe Procession (12/8)
- City of Galveston / GMPA Holiday Parade (12/8)
- Galveston Island Market (12/15)
- Santa Hustle Half Marathon & 5K (12/16)



### UPCOMING PROJECTS

- 10th Annual Chili Quest and Beer Fest (1/18-1/19)
- Dr. Martin Luther King Jr. Parade (1/19)
- 9th Annual Galveston Marathon, Half Marathon & 5K (2/17)
- 108th Annual Mardi Gras! Galveston Celebration (2/22 -3/5)

# PLANNING & DEVELOPMENT



## LAST MONTH'S ACCOMPLISHMENTS

- Hosted two pre-development meetings
- Hosted a training session for the Zoning Board of Adjustment
- Continued to staff the Beach and Dune Ad Hoc Committee

### Landmark Commission

- 18LC-073 (1316 24th Street) Request for Verification as a participant in the Substantial Rehabilitation for Historic Properties Tax Exemption program.
- 18LC-074 (1811 Church/ Avenue F) Request for a Certificate of Appropriateness for alterations to the structure including adding double front doors and transom, adding railing to the second-floor balcony, installing shutters, crown molding and decorative brackets.
- 18LC-075 (2102 Postoffice/Avenue E) Request for a Certificate of Appropriateness for the design of exterior tables and chairs.
- 18LC-076 (1412 Rosenberg/25th Street) Request for a Certificate of Appropriateness in order to change the material on the upper part of the structure to board and batten and the skirting to horizontal lap siding on the rear accessory structure.
- 18LC-077 (2325 Strand / Avenue B) Request for a Certificate of Appropriateness for modifications to

the structure including the addition of a new fabric awning, garage door, pergola, and mural.

### Planning Commission

- 18P-058 (Adjacent to 2201 Market/Avenue D) Request for a Permanent License to Use in order to place a construction fence, dumpster, and elevator in the City right of way.
- 18P-059 (1002-1020 Commodore, 1006-1026 Lillian, and 8309-8415 Teichman Road,) Request for a change of zoning from Residential – Townhouse, Height and Density Development Zone 1 (R-2-HDDZ-1) to a Residential – Single Family, Height and Density Development Zone 6 (R-1-HDDZ-1) zoning district.
- 18P-060 (Adjacent to 7220 Broadway Boulevard) Request for an Abandonment of approximately 14,000 square-feet of the 73rd Street right of way.
- 18P-061 (21418 FM 3005 and Adjacent Parcel) Request for a change of zoning from Residential-Single Family (R-1) to a Commercial (C) zoning district.
- 18P-062 (3638 Foremast) Request for a replat in order to increase the number of lots from one to three.

## Planning Administration

- 18PA-069 (2105 and 2117 Church/Avenue F) Type A zoning analysis. Properties are legally described as Lots 4-7, Block 381, in the City and County of Galveston, Texas.
- 18PA-070 (3801 GTI Blvd Parcel ID 220086, 220087, 220089) Type A zoning verification letter.
- 18PA-071 (3731 Laguna Drive) Request for a replat in order to decrease the number of lots from 4 to 1.
- 18PA-072 (7820 Seawall Boulevard) Type A zoning analysis.
- 18PA-073 (20631 and 20703 E. Sunset Bay Drive) Request for a replat in order to decrease the number of lots from two to one.

## Beachfront Permits

- 18BF-111 (4114 Valer) Request for a Beachfront Construction Certificate/Dune Protection Permit in order to construct a single-family home and driveway.
- 18BF-112 (19319 Shores Dr.) Request for a Beachfront Construction Certificate/Dune Protection Permit in order to construct a dune

walkover.

- 18BF-113 (23016 Buena) Request for a Beachfront Construction Certificate/Dune Protection Permit in order to construct a single-family home and driveway.
- 18BF-114 (17225 San Luis Pass Rd.) Request for a Beachfront Construction Certificate/Dune Protection Permit in order to construct a single-family home, driveway and dune walkover.



## UPCOMING PROJECTS

- Continue to staff the Beach and Dune Ad Hoc Committee
- The Coastal Recourse staff will be presenting a draft “Leave No Trace” ordinance to City Council

# POLICE DEPARTMENT



## LAST MONTH'S ACCOMPLISHMENTS

- December 1st: Dickens on the Strand
  - Provided police and security services for one of the busiest and most successful Dicken's events to date
- December 6th : Graduated the 56th Citizen' Police Academy with a class of 18 citizens
- December 7th : Participated in UTMB Police Department's multi-agency Active Attack Response Drill
- December 14th : 12 Cadets graduated the state certification academy from Galveston College and began the Field Training Program
- Completed 2019's Blue Santa Program
  - Deliveries made to 557 households
  - 2,741 children received toys
  - A total of \$14,933.24 was raised
- Stats for December:
  - Calls for Service: 5,193
  - Arrests: 314
  - Citations: 937



## UPCOMING PROJECTS

- January 4th : Graduating six cadets from the 79th In-House
- January 30th : Participating in the Galveston Chamber of Commerce Workplace Safety Forum
- February 22nd – March 5th : Providing police services for Galveston Mardi Gras 2019



# PUBLIC INFORMATION OFFICE



## LAST MONTH'S ACCOMPLISHMENTS

- Informed the public about City events, outreach via social media.
- Assisted with the 2018 Holiday Parade
- Assisted with the 2018 Holiday Luncheon
- Responded to numerous media requests and department requests for outreach
- Promoted safety tips to prevent keyless car theft in Galveston
- Assisted with multiple holiday activities
- Featured on social media the 78th Academy graduation
- Featured on social media the 79th Academy class - PT

Statistics for December: On Facebook, we gained 284 new followers, reached more than 62,000 people, had more than 23,900 video views and engaged with people more than 27,000 times.

Press releases: All press releases can be found on our website [galvestontx.gov](http://galvestontx.gov) under News Flash



## UPCOMING PROJECTS

- Promote and increase attendance at both Fire and PD Civil Service Exam
- Assist City departments with public outreach requests
- Start Galveston University registration for the Spring Class 2019
- Promote Mardi Grass (event safety, road closures)
- Promote “It’s time Texas Community Health Challenge”

## LAST MONTH'S VIDEOS

### Employee Spotlight

- Erica Peace <https://youtu.be/5TW2N1fcN9I>

### Pets of the Week

- <https://youtu.be/LYr5cnPANac>
- <https://youtu.be/fuyCZ-YMQ7Q>

### Waves of Information

- <https://youtu.be/EK6FAJqn6oM>
- <https://youtu.be/e7lO1YrKReE>
- <https://youtu.be/fmxxU19MgCs>

### Featured videos

- Prevent keyless car theft <https://youtu.be/BKyVN1xYnzU>
- PD Academy graduation <https://youtu.be/YzPXQfCd-boc>
- Christmas video <https://youtu.be/E9TeFYDsc-4>
- New Years video <https://youtu.be/5KTpnDBHJTI>





# PUBLIC WORKS

## RECYCLING



### LAST MONTH'S ACCOMPLISHMENTS

- Recycling completed 277 out of 277 work orders.
- 91 Commercial Pickups, 127 Residential Pickups, 59 School Pickups
- Recycling also received 12,821 vehicles, with a daily average of 414 at the Center.
- Distributed free mulch to 180 residents.
- Completed our Shred Day event with 124 residents participating.



### UPCOMING PROJECTS

- Continue to move forward on the Recycle Buildings progress.
- Continue to beautify the Recycle Center.
- Recycling will be closed on January 21st in observance of Martin Luther King Jr. Day.



### VIEW REPORTS

[Click here to view reports](#)

## MUNICIPAL UTILITIES



### LAST MONTH'S ACCOMPLISHMENTS

- Work was completed on the replacement of the sanitary sewer system in the Broadway to Avenue K alley located between 46th Street to 47th Street.
- Work was completed on the replacement of the 6-inch waterline on Park Street east of 67th Street.
- Influent Valve #6 at the Main Wastewater Treatment Plant was repaired.
- The Grit Snail Bearing/Sprocket and the Belt Press Bearing was replaced at the Main Wastewater Treatment Plant.
- The Chlorine Injector was replaced at the Pirates Beach Wastewater Treatment Plant.



### UPCOMING PROJECTS

- Work will commence on the replacement of the sanitary sewer system in the 42nd to 44th Street (Postoffice/Church Street) alley.
- Work will commence on the replacement of the sanitary sewer manhole at 91st Street and Teichman Road.
- Smoke Testing will commence in the Terramar Beach Wastewater Treatment Plant Service Area.
- There will be additional work that needs to be done on the Park Street Sanitary Sewer system east of 67th Street.



### VIEW REPORTS

[Click here to view reports](#)

[Click here to read compliments](#)

## SANITATION



### LAST MONTH'S ACCOMPLISHMENTS

- Sanitation completed 507 out of 514 work orders.
- Sanitation made 419 trips to the Transfer Station depositing 2,210.19 tons (4,420,380.00 lbs) of trash – averaging 5.27 tons per trip.
- Provided sanitation services for Dickens on the Strand.



### UPCOMING PROJECTS

- Begin preparing for Mardi Gras
- Begin preparing for the Spring City Wide Clean Up



### VIEW REPORTS

[Click here to view reports](#)

## STREETS & DRAINAGE



### LAST MONTH'S ACCOMPLISHMENTS

- Streets: Staff repaired 38 utility cuts, crack sealed 11,000 linear feet of pavement cracks and repaired 106 pot holes.
- Traffic: Staff replaced 63 street signs, performed work for 19 special events, conducted 10 lane closures, worked 9 TLTUs, installed 19 street luminaires and worked on 12 traffic signals.
- Drainage: Staff installed 15 culverts for new residential permits, responded to 47 blocked drainage reports and cleaned 23 linear feet of curb and gutter.



### UPCOMING PROJECTS

- Streets: Staff continues to mill and overlay pavement throughout the City. City staff will begin next month discussions on conducting the 2019 Pavement Condition Assessment. This new assessment will allow for Staff to evaluate the pavement deterioration rate, as well as the overall pavement condition throughout the City of Galveston. Routine operations continue with crack sealing of pavement which is a pavement preservation method, to utility cut repairs. Upcoming streets to be repaved: 9th Street from Seawall to Ave K; Ave L from 8th to 9th; 32nd St from Ave M to Ave M-1/2
- Traffic: Staff continues to work special events, perform routine functionality maintenance and repairs of traffic signal systems, and is continuing to work to repair the Broadway street illumination.
- Drainage: Regular maintenance work continues to clean and inspect the storm sewer system. West end ditch cutting and maintenance continues.



# SCHOLES AIRPORT



## LAST MONTH'S ACCOMPLISHMENTS

- RAC Industries started working on Phase 1A, which is scheduled to be completed in 20 days. Once completed, this \$5.18 million multi-phase pavement rehabilitation project will make repairs to all five taxiways, Runway 14/32 and the North Hangar apron. Work is scheduled to take approximately 300 days to complete all phases of repair.
- On December 13th, City Council approved the Ground Lease Assignment between the Lone Star Flight Museum and 6702 Broadway, Ltd. Council then approved to cancel the newly assigned Lease Agreement and enter into a new Ground Lease Agreement with 6702 Broadway, Ltd., which kept the same lease terms, but updated the lease language and removed the requirement of operating the facility as a museum.
- On December 14th, the Airport received approval from the Galveston Island Redevelopment Authority to fund four projects in the amount of \$604,736.00. This funding will cover 27.7% of the total estimated project cost of \$2,184,540.00. The four projects include two TxDOT Aviation grants, Air Traffic Control Tower rehabilitation and material cost to repave the Airport Terminal parking lot and drive way.
- Airport staff started interior sheetrock repairs to the Air Traffic Control Tower damaged during Hurricane Harvey.



# SCHOLES AIRPORT



## UPCOMING PROJECTS

- We anticipate bidding exterior repairs to the Air Traffic Control Tower, which will include cab roof repairs, installing new tilt wall joint seals, installing three-sided, stainless-steel hoods over all exterior HVAC units and the elevator shaft vent, replacing existing cab window-frames with stainless steel frames and replacing the existing safety railing with new stainless-steel safety railing.
- Continue working with the Minimum Standards Update Committee to update the current Minimum Standards.
- Requesting Council approval of the Funding Agreement between the TIRZ 14, Galveston Island Redevelopment Authority and the City, which will fund 27.7% of the total estimated project cost of \$2,184,540.00. The four projects include two TxDOT Aviation grants, Air Traffic Control Tower rehabilitation and material cost to repave the Airport Terminal parking lot and drive way.



## VIEW REPORTS

- [Click here to view reports and pictures](#)